

# Illinois Department of Revenue IL-501 Instructions

You may pay electronically no matter how you file Form IL-941!

## General Information

### Who must use Form IL-501?

You must use Form IL-501 and send a payment **if you accumulate more than \$500** in unpaid income tax by the end of the first or second month of a quarter. Unpaid tax withheld is considered to be accumulated at the **end** of your payroll period. (Due dates vary; see "When is my Form IL-501 payment due?")

Form IL-501 may be used to send a withholding payment required by the Illinois Income Tax Act, Section 710 (Illinois lottery winnings). For detailed information, see Booklet IL-700, Illinois Withholding Tax Guide.

**Note:** Form IL-501 is **not** required if

- you pay electronically, **or**
- you have chosen the household method of withholding (see Pub-121, Illinois Income Tax Withholding for Household Employees, for requirements), **or**
- your total accumulated unpaid income tax withheld was either
  - 1) less than \$500 at the end of any month (use Form IL-941 to send us your payment for the quarter), **or**
  - 2) more than \$500 but not over \$1,000 at the end of the third month of a quarter (use Form IL-941 to send us your payment for the quarter).

You still **must file** Form IL-941, Illinois Quarterly Withholding Income Tax Return, **and** Form IL-W-3, Illinois Annual Withholding Income Tax Return.

### When is my Form IL-501 payment due?

The due date of your form and payment depends on the amount of accumulated unpaid tax withheld as described below.

If your accumulated unpaid tax withheld is

- more than \$500 but not over \$1,000 on the last day of a quarter's first or second month, Form IL-501 and your payment are due on or before the 15th day of the following month (the quarter's second or third month).
- is more than \$1,000 at the end of a quarter-monthly period (*i.e.*, 7th, 15th, 22nd, and

last day of the month), *or* semi-monthly period (*i.e.*, 15th and last day of the month), you must send Form IL-501 and your payment on or before the third banking day following the close of the corresponding quarter-monthly or semi-monthly period.

**Note:** Banking days do not include Saturdays, Sundays, legal holidays, or local bank holidays. Therefore, if the due date falls on a weekend or a holiday, your payment is due the next business day following the weekend or holiday.

### May I pay electronically?

**Yes**, you may pay electronically (no matter how you file Form IL-941) using either of the following methods.

- **EFT** (electronic funds transfer) has two payment options. **ACH credit** instructs your financial institution to transfer funds from your account to ours. **ACH debit** is your instruction to us to take the payment from your account. You must be preregistered on Form EFT-1 and follow specific instructions for each method. For further information about EFT, see Booklet EFT-8, Electronic Funds Transfer Guide.
- **Direct debit** is a payment option available when you file electronically using TaxNet or Federal State Employment Tax (FSET).

**Note:** Some withholding agents are required to pay using EFT. We will notify you if you are required to participate in this program.

For additional EFT information, visit our web site at **tax.illinois.gov**; call our EFT staff at **217 782-6257**; send a fax to them at **217 524-8282**; or write to Electronic Funds Transfer Division, Illinois Department of Revenue, PO Box 19015, Springfield, IL 62794-9015.

### What penalties may be assessed?

You owe a **late-payment penalty** if you are required to make monthly, semi-monthly, or quarter-monthly tax payments and do not do so, or do not pay the required amount by the payment due date. In addition, a **bad check penalty** of \$25 will be assessed if you send a remittance to the department that is not

honored by your financial institution. This penalty will be assessed in addition to any other penalty. For more information about penalties and interest, see Publication 103, Uniform Penalties and Interest.

### Where do I get help?

- Visit our web site at **tax.illinois.gov**
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call our TTY at **1 800 544-5304**
- Write to  
**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19015**  
**SPRINGFIELD IL 62794-9015**

## Step-by-step Instructions

**Step 1:** Write the tax year in the space provided and write an "X" in the appropriate box to indicate which quarter you are paying. Write your federal employer identification number (FEIN), business name, and complete address.

**Step 2:** Write the amount you are paying.

**Step 3:** Make your remittance payable to "Illinois Department of Revenue." Write your FEIN, the quarter to which the payment applies, and the form number "IL-501" on your remittance.

Mail your Form IL-501 and payment to:

**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19447**  
**SPRINGFIELD IL 62794-9447**

#### Do not file IL-501

- showing a blank or zero amount, or
- if you make payment electronically.

#### Payment stub for Form IL-501

Complete this stub and keep for future reference.

____/____/____ Quarter ended	_____ Amount of payment
_____ Tax withheld	_____ Check number
____/____/____ Date filed	

## IL-501 Illinois Withholding Income Tax Payment

Complete the following information.

Tax year \_\_\_\_\_  
Federal employer identification number \_\_\_\_\_ Seq. number \_\_\_\_\_  
Business name \_\_\_\_\_  
Number and street address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Daytime phone \_\_\_\_\_  
IL-501 (R-12/05) IL-492-0053

Write an "X" in the box to indicate which quarter you are paying.

1 ☐  
Jan  
Feb  
Mar

2 ☐  
Apr  
May  
June

3 ☐  
July  
Aug  
Sept

4 ☐  
Oct  
Nov  
Dec



Amount paid: \$ \_\_\_\_\_

Make remittance payable to "Illinois Department of Revenue."

Mail to: **ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19447**  
**SPRINGFIELD IL 62794-9447**

Out on broken lines.